

**General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

The Professional Services Schedule (PSS)

*Services Offered:
Mission Oriented Business Integrated Services (MOBIS)*

FSC Group 99 – Consolidated Schedule Part 00CORP

Contract No. GS-10F-0466P

For more information on ordering from Federal Acquisition Schedules, please review the information at www.gsa.gov/schedules-ordering

Contract Period: August 11, 2004 - August 10, 2019



**Creative Associates International, Inc.
5301 Wisconsin Avenue, N.W., Suite 700
Washington, DC 20015-2043
Telephone: (202) 244-3393
Fax: (202) 363-4663
<http://www.creativeassociatesinternational.com>**

Business Size/Status: Large, Woman-Owned

Prices shown herein are NET (discount deducted)

Pricelist current through modification #PA-0024 dated May 19, 2016



Contract Holder



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): For a more detailed description of services, refer to page # [5](#)

- 874-1 / 874-1RC Integrated Consulting Services
- 874-7 / 874-7RC Integrated Business Program Support Services

Our GSA Schedule Contract GS-10F-0466P can also support state and local agencies under the following programs:



- Disaster Recovery Purchasing Program (Section 833 of the National Defense Authorization Act) – allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.
- American Recovery and Reinvestment Act (ARRA) – We have accepted the Recovery Act clauses and are eligible to receive orders funded, in whole or in part, by the Recovery Act.
- Federal Grants During Public Health Emergencies (Section 319 of Public Health and Services Act)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on page # [23](#)

1c. Labor Category Descriptions: Please refer to page # [9](#)

2. Maximum Order: \$1,000,000

Note: Agencies may place, and Contractor may honor, orders exceeding this limit in accordance with FAR 8-404

3. Minimum Order: \$100

4. Geographic Coverage: Domestic & Overseas

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Offered

8. Prompt Payment Terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

GENERAL CONTRACT INFORMATION *continued*

- 13a. Ordering Address: Creative Associates International, Inc.
Attn: GSA Orders
5301 Wisconsin Avenue NW, Suite 700
Washington, DC 20015-2043
- 13b. For supplies and services, the [ordering procedures](#) and information on [Blanket Purchase Agreements \(BPAs\)](#), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Creative Associates International, Inc.
Attn: Mr. Peter Kapakasa / Accounts Receivable
5301 Wisconsin Avenue, N.W., Suite 700
Washington, DC 20015-2043
15. Warranty Provision: Contractor's Standard Commercial Warranty
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ : Not Applicable
25. Data Universal Number System (DUNS) Number: 091345579
26. Creative Associates International, Inc. *is* registered in the System for Award Management (SAM) Database.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

CONTRACTOR INTRODUCTION



2010 Washington Technology
Top 100 Government Contractor

Creative Associates International Inc. (Creative), is a private firm providing professional and technical services. Founded in 1977, Creative is based in Washington, D.C., and operates out of 18 field and regional offices worldwide. In rapidly changing environments, such as countries striving to emerge from conflict, Creative assists governments, communities, corporations and nonprofits in improving the quality and delivery of their services to citizens. The firm combines technical expertise with flexibility to build communities' capacities to direct their own development. Creative is owned and managed by women whose professional and cultural backgrounds enhance and inform their leadership of a diverse, dynamic and highly trained staff.

The clients Creative serves are also diverse; the issues and projects we undertake are complex. Creative provides services that enrich lives and enhance performance, through: education—accelerated learning; policy reform and training students, teachers, administrators and policy makers); procurement of school supplies; combating child labor and human trafficking; school health and nutrition; and HIV prevention transition programming—elections and political processes, governance and civil society, political transitions, and community reconstruction and revitalization grants management and administration evaluations and assessments gender- and minority-focused programming strengthening of civil society, independent media and community radio. For societies in conflict or transitioning from conflict, Creative has established the Center for Stabilization and Development. This initiative arranges and conducts training sessions for partners and clients and helps identify critical intersections of the development and security nexus as they will shape our conduct of development activities worldwide.

CONTRACT OVERVIEW

GSA awarded Creative Associates International, Inc. a GSA Federal Supply Schedule contract for The Professional Services Schedule (PSS), Contract No. GS-10F-0466P, to provide Mission Oriented Business Integrated Services (MOBIS). The contract began on 8/11/2004, and the **current contract period is Option Period 2, 8/11/2014 – 8/10/2019**. GSA may exercise one additional 5 year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR – DOMESTIC AND OVERSEAS

Jamie Lewis, Contracts Manager
Creative Associates International, Inc.
5301 Wisconsin Avenue NW, Suite 700
Washington, DC 20015-2043
Telephone: (202) 772-0509
Fax Number: (202) 363-1468
Email: jamie@creativcdc.com

MARKETING AND TECHNICAL POINT OF CONTACT

Sharon Cooley, Vice President and Senior Director, Proposal Development Department
Creative Associates International, Inc.
5301 Wisconsin Avenue NW, Suite 700
Washington, DC 20015-2043
Telephone: (202) 244-3393
Fax Number: (202) 363-4663
Email: sharonc@creativcdc.com

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Services, specifically Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

Our GSA PSS MOBIS Schedule Contract can also support state and local agencies under the following programs:

- DISAST
RECOV** • **Disaster Recovery Purchasing Program** (Section 833 of the National Defense Authorization Act) – allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.
- ARRA** • **American Recovery and Reinvestment Act (ARRA)** – we have accepted the Recovery Act clauses and are eligible to receive orders funded, in whole or in part, by the Recovery Act.
- **Federal Grants During Public Health Emergencies** (Section 319 of Public Health and Services Act)

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Creative Associates International, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-1 / 874-1RC: Integrated Consulting Services
- SIN 874-7 / 874-7RC: Integrated Business Program Support Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1 / 874-IRC: INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE: Legal, expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINS. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services. Much of Creative Associates' work involves project consulting. Creative staff can provide expertise for evaluating education and civil society revitalization programs, assessing needs and designing new programs to address them, collecting and analyzing data, compiling sector studies, and arranging workshops, concept papers, and competitive grants programs. We have served as consultants on projects related to basic education (both formal and informal), school health programs, child labor and child soldier reintegration, prevention of trafficking, justice and reconciliation, administrative transparency and anti-corruption, rule of law, advancement of women, civil society strengthening, and community mobilization. Because our programs often require us to field an array of short and long-term consultants, we maintain an online consultant database of qualified professionals that we draw on for home office and field staffing needs.

Creative Associates has done extensive consulting work on many of its projects. As part of the USAID-funded RISE project, undertaken to rebuild the Iraqi school system, Creative conducted a nationwide inventory of Iraqi secondary school needs and used the assessment to distribute learning materials. We collected data on out-of-school children in order to identify the causes of under-enrollment and absenteeism, and then design an accelerated learning program that serves children whom the school system bypassed. We also conducted a survey of teaching and administrative staff training needs in order to organize appropriate training programs.

In Zambia, Creative conducted testing of students who received nutritional pills as part of a project to incorporate health and nutrition in education curriculum. The biomedical data and cognitive scores were used to identify the link between healthier students and enhanced ability to learn. Creative has worked with the Zambian Ministry of Education in order to promote school health and nutrition at the national level. We have also provided consulting services to the Beninese Ministry of Education, advising government officials about HIV/AIDS programs, school decentralization, and budget design.

As part of USAID's Education to Combat Abusive Child Labor (ECACL) Program (part of the Basic Education and Policy Support Activity), Creative Associates conducted planning analyses to identify the factors contributing to abusive child labor in Bulgaria, Romania, Ghana, Ivory Coast, Honduras, and Nepal. The assessments provided information used to develop pilot projects that offer educational opportunities to working children.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-7/874-7RC: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under PSS/MOBIS.

Creative Associates has managed large and complex projects in the technical areas of education and post-conflict reconstruction in over 20 countries. These projects have ranged in value from \$100,000 to \$63 million / year. Creative works to conceptualize the project with the client; staff the project with expatriate and local hires; set up offices and bank accounts in a rapid, efficient fashion; establish human resource, security, IT, financial management, and office administration systems to meet U.S. government and local requirements; implement the project according to client specifications of timely progress and expected results; provide technical assistance and administer large and small grants; compile frequent program reviews and financial reports; and conduct regular quality control evaluations to ensure continuous improvement. Our projects have succeeded in improving education, enhancing infrastructure and economic opportunity, and fostering post-conflict reconciliation in some of the most disadvantaged regions of the globe.

Our reputation as a manager of complex, sensitive projects in dangerous regions is demonstrated by USAID's recent choice of Creative as a partnering organization on two highly significant education projects: the RISE project to rebuild the Iraqi education system and its follow-on Education II activity, and the Afghanistan Primary Education Program (APEP) to rehabilitate primary education in Afghanistan. Both projects involve management and coordination at the local, district, and national levels. In Iraq, Creative has taken the lead role in advising the Ministry of Education, and we have organized grant programs to help refurbish Iraqi school buildings. In Afghanistan, we printed and distributed over 10 million textbooks for the start of the school year, organized radio-based teacher training for remote provinces, and provided accelerated learning to thousands of overage children, especially girls. These two contracts cap a successful history of management in the areas of education and post-conflict revitalization, in countries as wide-ranging as Morocco, Benin, Zambia, and Guatemala. Through the Moroccan Education for Girls (MEG) project, Creative works in 32 schools in eight provinces to promote education reform, improve the quality of instruction, and raise the enrollment and retention of girls. In Benin, we manage a project designed to improve teacher quality and promote equity by increasing girls' enrollment. In Zambia, Creative works with the Zambian government to place schools at the forefront of the battle against HIV/AIDS by promoting health education, encouraging community sensitization, and implementing grants to civil society organizations assisting vulnerable children. And in Guatemala, Creative managed a grants administration program that supported effective citizen participation in political decision-making.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **Creative Associates International, Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide PSS, Mission Oriented Business Integrated Service (MOBIS) services, follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW) or Performance Work Statement (PWS)	Preparing a Request for Quote (RFQ)
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed, Location of work, Period of performance; Deliverable schedule, and Special standards and any special requirements, where applicable 	<ul style="list-style-type: none"> Include the SOW and evaluation criteria; Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services:

- Go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information".
- Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Administrative Support	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Provides support in responding to requests from USAID missions and regional bureaus. Manages the necessary communications for the project serving as a liaison to project partners, backstops field projects, as necessary, and responds to any other administrative or logistic requests. They must be able to communicate strongly and manage multitasks. He/she should also be knowledgeable of USAID procedures and regulations and have had previous experience with consultants and handling contracts.
Administrative Support	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Provides support in responding to requests from USAID missions and regional bureaus. Manages the necessary communications for the project serving as a liaison to project partners, backstops field projects, as necessary, and responds to any other administrative or logistic requests. They must be able to communicate strongly and manage multitasks. He/she should also be knowledgeable of USAID procedures and regulations and have had previous experience with consultants and handling contracts.
Administrative Support	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Provides support in responding to requests from USAID missions and regional bureaus. Manages the necessary communications for the project serving as a liaison to project partners, backstops field projects, as necessary, and responds to any other administrative or logistic requests. They must be able to communicate strongly and manage multitasks. He/she should also be knowledgeable of USAID procedures and regulations and have had previous experience with consultants and handling contracts.
Adult Education Specialist	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Adult Education Specialist	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Adult Education Specialist	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Analyst	Senior	BA and 6 years of experience	Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. The analyst assigned will have expertise in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Analyst	Mid	BA and 4 years of experience	Demonstrates knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates data and prepares reports of results. The analyst assigned will have experience in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation.
Anti-Corruption Specialist	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice, and/or implementation assistance on the subjects of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.
Anti-Corruption Specialist	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice, and/or implementation assistance on the subjects of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.
Anti-Corruption Specialist	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice, and/or implementation assistance on the subjects of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.
Conflict Prevention Specialist	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Is experienced in the formulation, enactment and evaluation of programs intended – in any combination – to heighten citizen participation, pro-social behavior, principles of good governance, individual and collective responsibilities as well as rights, and cognitive and affective aspects of civil participation.
Conflict Prevention Specialist	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Is experienced in the formulation, enactment and evaluation of programs intended – in any combination – to heighten citizen participation, pro-social behavior, principles of good governance, individual and collective responsibilities as well as rights, and cognitive and affective aspects of civil participation.
Conflict Prevention Specialist	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Is experienced in the formulation, enactment and evaluation of programs intended – in any combination – to heighten citizen participation, pro-social behavior, principles of good governance, individual and collective responsibilities as well as rights, and cognitive and affective aspects of civil participation.
Curriculum Design/Materials Development Specialist	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Directs and oversees courses offered in formal and non-formal educational settings, including such aspects as concepts and definitions of curriculum and instruction, and their impacts on social contexts, learning environments and school practices. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Curriculum Design/Materials Development Specialist	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Directs and oversees courses offered in formal and non-formal educational settings, including such aspects as concepts and definitions of curriculum and instruction, and their impacts on social contexts, learning environments and school practices. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Curriculum Design/Materials Development Specialist	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Directs and oversees courses offered in formal and non-formal educational settings, including such aspects as concepts and definitions of curriculum and instruction, and their impacts on social contexts, learning environments and school practices. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Editor/Technical Writer	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Works independently and collaboratively with staff and consultants in writing, editing, and producing print documents related to the advancement of basic education in developing country contexts. Documents include final reports and research publications as well as trip reports, quarterly reports, annual reports, website descriptions, and promotional documents. Organizes and maintains in-house hard copy files. Submits print and electronic copies to USAID and the Center for Development, Information, and Evaluation.
Editor/Technical Writer	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Works independently and collaboratively with staff and consultants in writing, editing, and producing print documents related to the advancement of basic education in developing country contexts. Documents include final reports and research publications as well as trip reports, quarterly reports, annual reports, website descriptions, and promotional documents. Organizes and maintains in-house hard copy files. Submits print and electronic copies to USAID and the Center for Development, Information, and Evaluation.
Editor/Technical Writer	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Works independently and collaboratively with staff and consultants in writing, editing, and producing print documents related to the advancement of basic education in developing country contexts. Documents include final reports and research publications as well as trip reports, quarterly reports, annual reports, website descriptions, and promotional documents. Organizes and maintains in-house hard copy files. Submits print and electronic copies to USAID and the Center for Development, Information, and Evaluation.
Education Generalist	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Has overall knowledge and experience in education, preferably as a teacher and/or administrator, and some experience in educational systems in less-developed countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Education Generalist	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Has overall knowledge and experience in education, preferably as a teacher and/or administrator, and some experience in educational systems in less-developed countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Generalist	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Has overall knowledge and experience in education, preferably as a teacher and/or administrator, and some experience in educational systems in less-developed countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Governance/Decentralization Specialist	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Has experience with the exercise of authority, power and the smooth operation of educational systems or portions thereof in ways that are qualitative, equitable, accessible, fair and participatory. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Governance/Decentralization Specialist	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Has experience with the exercise of authority, power and the smooth operation of educational systems or portions thereof in ways that are qualitative, equitable, accessible, fair and participatory. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Governance/Decentralization Specialist	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Has experience with the exercise of authority, power and the smooth operation of educational systems or portions thereof in ways that are qualitative, equitable, accessible, fair and participatory. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Management Information Specialist	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Versed in leadership and management of non-formal education, primary schools, and adult education about such topics as instructional leadership, personnel issues, managing support services and budgets, and building parent and community relationships.
Education Management Information Specialist	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Versed in leadership and management of non-formal education, primary schools, and adult education about such topics as instructional leadership, personnel issues, managing support services and budgets, and building parent and community relationships.
Education Management Information Specialist	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Versed in leadership and management of non-formal education, primary schools, and adult education about such topics as instructional leadership, personnel issues, managing support services and budgets, and building parent and community relationships.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Education Policy Specialist	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Experienced in the concepts, analytical techniques and issues in contemporary education policy at the local, provincial, national and international levels. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Policy Specialist	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Experienced in the concepts, analytical techniques and issues in contemporary education policy at the local, provincial, national and international levels. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Policy Specialist	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Experienced in the concepts, analytical techniques and issues in contemporary education policy at the local, provincial, national and international levels. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Specialist for Nations in Crisis/Transition	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Devises and applies techniques for using education to ameliorate post-crisis situations. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Specialist for Nations in Crisis/Transition	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Devises and applies techniques for using education to ameliorate post-crisis situations. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Education Specialist for Nations in Crisis/Transition	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Devises and applies techniques for using education to ameliorate post-crisis situations. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Communications/Technology Specialist	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Leads the exploration of the components of the instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Communications/Technology Specialist	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Leads the exploration of the components of the instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Educational Communications/Technology Specialist	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Leads the exploration of the components of the instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Planner	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Directs and oversees the significant educational strategic development and financial assessment and planning tasks for host countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Planner	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Directs and oversees the significant educational strategic development and financial assessment and planning tasks for host countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Planner	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Directs and oversees the significant educational strategic development and financial assessment and planning tasks for host countries. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Technologist/Media Expert	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Assesses and suggests applications of appropriate technology-based initiatives. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Technologist/Media Expert	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Assesses and suggests applications of appropriate technology-based initiatives. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Educational Technologist/Media Expert	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Assesses and suggests applications of appropriate technology-based initiatives. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Evaluation Specialist	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Measures progress toward achievement of program goals at all levels.
Evaluation Specialist	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Measures progress toward achievement of program goals at all levels.
Evaluation Specialist	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Measures progress toward achievement of program goals at all levels.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Girl's and Women's Education Specialist	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Analyzes issues adversely affecting opportunities and outcomes of learning and work for women and girls. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Girl's and Women's Education Specialist	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Analyzes issues adversely affecting opportunities and outcomes of learning and work for women and girls. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Girl's and Women's Education Specialist	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Analyzes issues adversely affecting opportunities and outcomes of learning and work for women and girls. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Government Communications Specialist	Mid	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience.	Provide senior level consulting/guidance related to civilian-military, stabilization to development issues in conflict, post-conflict and transition environment, including briefings and presentations to senior government officials, preparation of briefing notes and white papers, and leadership/participation in information sharing and decision-making conferences and meetings, at highest levels of government. Ability to represent government agencies at the most senior levels. Experience should include a combination of military and diplomatic / development experience, and experience both in the field and in headquarters environments. Experience in organizational strategic leadership roles.
Information Technology Specialist	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice and/or implementation assistance on design, implementation and evaluation of computerization of information systems. Advises on hardware and software configurations, purchases, maintenance and personnel training requirements. Advises on uses and options related to internet connectivity and e-government initiatives and e-commerce.
Information Technology Specialist	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice and/or implementation assistance on design, implementation and evaluation of computerization of information systems. Advises on hardware and software configurations, purchases, maintenance and personnel training requirements. Advises on uses and options related to internet connectivity and e-government initiatives and e-commerce.
Information Technology Specialist	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice and/or implementation assistance on design, implementation and evaluation of computerization of information systems. Advises on hardware and software configurations, purchases, maintenance and personnel training requirements. Advises on uses and options related to internet connectivity and e-government initiatives and e-commerce.
Instructional Systems Designer	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Introduces techniques which make learning more efficient and effective. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Instructional Systems Designer	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Introduces techniques which make learning more efficient and effective. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Instructional Systems Designer	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Introduces techniques which make learning more efficient and effective. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Media/Communications Specialist	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice, and/or implementation assistance on public awareness campaigns, advocacy campaigns, media outreach skills for civil society organizations, elements of a country's legal and policy environment critical to a free and independent media, and types and uses of journalism including investigative journalism, freedom of information issues.
Media/Communications Specialist	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice, and/or implementation assistance on public awareness campaigns, advocacy campaigns, media outreach skills for civil society organizations, elements of a country's legal and policy environment critical to a free and independent media, and types and uses of journalism including investigative journalism, freedom of information issues.
Media/Communications Specialist	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice, and/or implementation assistance on public awareness campaigns, advocacy campaigns, media outreach skills for civil society organizations, elements of a country's legal and policy environment critical to a free and independent media, and types and uses of journalism including investigative journalism, freedom of information issues.
Non-Formal Education Specialist	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Applies techniques of participatory learning to various and sometimes disparate programs outside the formal educational system. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Non-Formal Education Specialist	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Applies techniques of participatory learning to various and sometimes disparate programs outside the formal educational system. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Non-Formal Education Specialist	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Applies techniques of participatory learning to various and sometimes disparate programs outside the formal educational system. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Program Development/Monitoring Specialist	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice, and guidance to customer and cooperating government and host-country NGO officials and members in planning, design, development, implementation, and performance monitoring and reporting (to include development of management information systems and the conduct of performance monitoring plans) of programs and activities.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Program Development/Monitoring Specialist	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice, and guidance to customer and cooperating government and host-country NGO officials and members in planning, design, development, implementation, and performance monitoring and reporting (to include development of management information systems and the conduct of performance monitoring plans) of programs and activities.
Program Development/Monitoring Specialist	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice, and guidance to customer and cooperating government and host-country NGO officials and members in planning, design, development, implementation, and performance monitoring and reporting (to include development of management information systems and the conduct of performance monitoring plans) of programs and activities.
Program Director	Senior	MA and 10 years of experience	Overall accountability to ensure every client and MOBIS project receives the appropriate support and resources required to deliver quality results. Interfaces with government customer. Instrumental in development of strategy and building consciences in project teams.
Program Manager	Senior	BA and 8 years of experience	Holds the primary responsibility for planning, organizing and controlling the overall activities of the MOBIS contract. Responsible for contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Primary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and ultimate management for all MOBIS projects, and reviews all services and products for conformance to client requirements.
Program Manager	Mid	BA and 6 years of experience	Holds the secondary responsibility for planning, organizing and controlling the overall activities of the MOBIS contract. Responsible for contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Secondary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and management for medium- and long-term, medium and large scale MOBIS projects, and reviews all services and products for conformance to client requirements.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Program Manager	Junior	BA and 4 years of experience	Assists higher level Program Manager's with planning and organizing the overall activities of the MOBIS contract. Assists with contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Assists in ensuring that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and management for small to moderate size and complexity, short-to medium-term, small and medium scale MOBIS projects, Reviews all services and products for conformance to client requirements.
Project Associate	Mid	HS Diploma and 4 years of experience	Interfaces with the client project management on a daily basis. In coordination with the Program Manager and other Team Leaders, is responsible for the design, development and technical execution of medium scale MOBIS projects. Provides direction and guidance to team members, delegates tasks and reviews work products for completeness and adherence to customer requirements. Prepares team's status reports.
Project Associate	Junior	HS Diploma and 2 years of experience	Interfaces with the client project management on a daily basis. In coordination with the Program Manager and other Team Leaders, is responsible for the design, development and technical execution of small scale MOBIS projects. Provides direction and guidance to team members, delegates tasks and reviews work products for completeness and adherence to customer requirements. Prepares team's status reports.
Project Manager	Senior	BA and 8 years of experience	Project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, capable of managing contracts and/or subcontracts. Prepares status reports, budget information and documentation in support of customer requirements. Offers excellent verbal and/or written communication skills to our client.
Project Manager	Junior	BA and 4 years of experience	Project development from inception to deployment, demonstrated capability in managing contracts and/or subcontracts. Prepares status reports and documentation in support of customer requirements. Offers excellent verbal and/or written communication skills to our client.
Public Administration/Strategic Management	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice, and/or implementation assistance on the subject of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.
Public Administration/Strategic Management	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice, and/or implementation assistance on the subject of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Public Administration/Strategic Management	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice, and/or implementation assistance on the subject of anti-corruption, public administration, privatization, regulatory reform, public procurement, access to information, government ethics regimes, etc.
Research Assistant	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Applies techniques of participatory learning to various and sometimes disparate programs outside the formal educational system. Analyzes means by which teachers and other education personnel in non-formal and formal systems can be upgraded in their work without the disruptions and high expenses often associated with formal learning and re-training programs.
Research Assistant	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Applies techniques of participatory learning to various and sometimes disparate programs outside the formal educational system. Analyzes means by which teachers and other education personnel in non-formal and formal systems can be upgraded in their work without the disruptions and high expenses often associated with formal learning and re-training programs.
Research Design Specialist	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Assures that techniques for assessing progress are valid and reliable.
Research Design Specialist	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Assures that techniques for assessing progress are valid and reliable.
Research Design Specialist	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Assures that techniques for assessing progress are valid and reliable.
Teacher Training Specialist (1)	Senior	PhD/MD and 6 years experience; JD/MA and 8 years experience; BA and 10 years experience	Is experienced in the theories, philosophies and actual practices of teacher education, both pre-service and in-service. Has the ability to lead the analysis of the societal factors that affect teacher preparation and continual upgrading. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Teacher Training Specialist (1)	Mid	PhD/MD and 3 years experience; JD/MA and 5 years experience; BA and 7 years experience	Is experienced in the theories, philosophies and actual practices of teacher education, both pre-service and in-service. Has the ability to lead the analysis of the societal factors that affect teacher preparation and continual upgrading. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Teacher Training Specialist (1)	Junior	PhD/MD; JD/MA and 1 year experience; BA and 3 years experience	Is experienced in the theories, philosophies and actual practices of teacher education, both pre-service and in-service. Has the ability to lead the analysis of the societal factors that affect teacher preparation and continual upgrading. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Teacher Training Specialist (2)	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Addresses issues of design and implementation of efforts to improve teaching behaviors. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Teacher Training Specialist (2)	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Addresses issues of design and implementation of efforts to improve teaching behaviors. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Teacher Training Specialist (2)	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Addresses issues of design and implementation of efforts to improve teaching behaviors. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Technical Advisor	Senior	BA and 6 years of experience	Provides technical expertise evaluating and solving multifaceted and multidisciplinary project-related problems; preparation and review of policy procedure; and the preparation of new instruction. Possesses experience in the development and preparation of technical management aids.
Technical Expert	Senior	MA and 8 years of experience	Provide expert, independent services and leadership in specialized technical areas for consulting services. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance using high-level, state-of-the-art tools. Coordinates with contractor management and Government personnel to ensure that the project has been properly defined and that the solution will satisfy requirements.
Technical Expert	Mid	MA and 6 years of experience	Provide expert, independent services and leadership in specialized technical areas for consulting services. Provides expert advice and assistance using high-level, state-of-the-art tools. Coordinates with contractor management and Government personnel to ensure that the project has been properly defined and that the solution will satisfy requirements.
Technical Specialist	Mid	BA and 4 years of experience	Performs project tasks involving application of specialized technical skills. Serves as technical specialist in the execution of program tasks. Provides technical projects progress analysis and documentation; technical project data compilation, analysis and documentation; and preparation of multi-organizational project plans. Demonstrated experience in the preparation of technical documentation including program plans and progress reports.
Technical Specialist	Junior	BA and 2 years of experience	Performs project tasks involving application of specialized technical skills. Serves as technical specialist in the execution of program tasks. Provides technical projects progress analysis and documentation; technical project data compilation, analysis and documentation; and preparation of multi-organizational project plans.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Textbook Specialist	Senior	PhD/MD and 8 years of experience; JD/MA and 10 years of experience; BA and 12 years of experience	Works with formal system officials to introduce new principles of textbook design and use. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Textbook Specialist	Mid	PhD/MD and 4 years of experience; JD/MA and 7 years of experience; BA and 10 years of experience	Works with formal system officials to introduce new principles of textbook design and use. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Textbook Specialist	Junior	PhD/MD and 1 year of experience; JD/MA and 3 years of experience; BS and 5 years of experience	Works with formal system officials to introduce new principles of textbook design and use. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Training Specialist	Senior	PhD and 8 years experience; JD/ABD and 10 years experience; MS/MA and 12 years experience; MBA/BS and 15 years experience; BA and 20 years experience	Provides analysis, advice and/or implementation assistance on training strategies, delivery of training, organizational training capacity, and management of training activities and evaluation of same. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Training Specialist	Mid	PhD and 3 years experience; JD/ABD and 5 years experience; MS/MA and 6 years experience; MBA and 8 years experience; BS/BA and 12 years experience	Provides analysis, advice and/or implementation assistance on training strategies, delivery of training, organizational training capacity, and management of training activities and evaluation of same. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Training Specialist	Junior	PhD, JD/ABD, or MS/MA; MBA and 2 years experience; BS/BA and 4 years experience	Provides analysis, advice and/or implementation assistance on training strategies, delivery of training, organizational training capacity, and management of training activities and evaluation of same. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Vocational Training/Workforce Development Specialist	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Is experienced in planning and implementing locally-based and larger non-formal education programs that address vocational awareness, job preparedness, actual vocational skills training, job placement/matching, and evaluation. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Vocational Training/Workforce Development Specialist	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Is experienced in planning and implementing locally-based and larger non-formal education programs that address vocational awareness, job preparedness, actual vocational skills training, job placement/matching, and evaluation. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

LABOR CATEGORY DESCRIPTIONS

GSA Labor Categories	Level	Qualifications	Labor Category Description
Vocational Training/Workforce Development Specialist	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Is experienced in planning and implementing locally-based and larger non-formal education programs that address vocational awareness, job preparedness, actual vocational skills training, job placement/matching, and evaluation. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.
Youth-at-Risk Specialist	Senior	PhD/MD and 6 years of experience; JD/MA and 8 years of experience; BA and 10 years of experience	Advises and assists on the biological, cognitive, affective, social and individual bases of behavior as they relate to schools and educational systems.
Youth-at-Risk Specialist	Mid	PhD/MD and 3 years of experience; JD/MA and 5 years of experience; BA and 7 years of experience	Advises and assists on the biological, cognitive, affective, social and individual bases of behavior as they relate to schools and educational systems.
Youth-at-Risk Specialist	Junior	PhD/MD only; JD/MA and 1 year of experience; BA and 3 years of experience	Advises and assists on the biological, cognitive, affective, social and individual bases of behavior as they relate to schools and educational systems.

HOURLY RATES FOR SERVICES (ALL AWARDED SINS)

Creative Associates International Inc. PSS/MOBIS							
Option 2 Period Pricing							
OPTION PERIOD 2 (Revised Pricing)			8/11/14 - 8/10/15	8/11/15 - 8/10/16	8/11/16 - 8/10/17	8/11/17 - 8/10/18	8/11/18 - 8/10/19
Labor Category			Year 11	Year 12	Year 13	Year 14	Year 15
1	Administrative Support	Senior	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
2	Administrative Support	Mid	\$73.02	\$74.40	\$75.82	\$77.26	\$78.72
3	Administrative Support	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
4	Adult Education Specialist	Senior	\$150.85	\$153.72	\$156.64	\$159.61	\$162.65
5	Adult Education Specialist	Mid	\$99.73	\$101.62	\$103.55	\$105.52	\$107.52
6	Adult Education Specialist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
7	Analyst	Senior	\$180.71	\$184.14	\$187.64	\$191.21	\$194.84
8	Analyst	Mid	\$136.84	\$139.44	\$142.08	\$144.78	\$147.54
9	Anti-Corruption Specialist	Senior	\$160.95	\$164.00	\$167.12	\$170.30	\$173.53
10	Anti-Corruption Specialist	Mid	\$95.32	\$97.13	\$98.97	\$100.85	\$102.77
11	Anti-Corruption Specialist	Junior	\$52.18	\$53.18	\$54.19	\$55.22	\$56.26
12	Conflict Prevention Specialist	Senior	\$224.88	\$229.15	\$233.50	\$237.94	\$242.46
13	Conflict Prevention Specialist	Mid	\$146.65	\$149.43	\$152.27	\$155.16	\$158.11
14	Conflict Prevention Specialist	Junior	\$52.15	\$53.15	\$54.16	\$55.18	\$56.23
15	Curriculum Design/Materials Dev.	Senior	\$156.99	\$159.97	\$163.01	\$166.11	\$169.26
16	Curriculum Design/Materials Dev.	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
17	Curriculum Design/Materials Dev.	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
18	Editor/Technical Writer	Senior	\$103.51	\$105.48	\$107.48	\$109.52	\$111.61
19	Editor/Technical Writer	Mid	\$74.61	\$76.02	\$77.47	\$78.94	\$80.44
20	Editor/Technical Writer	Junior	\$55.00	\$56.04	\$57.11	\$58.19	\$59.30
21	Education Generalist	Senior	\$173.00	\$176.29	\$179.63	\$183.05	\$186.53
22	Education Generalist	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
23	Education Generalist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
24	Education Governance / Decentralization Specialist	Senior	\$158.73	\$161.74	\$164.82	\$167.95	\$171.14
25	Education Governance / Decentralization Specialist	Mid	\$89.68	\$91.38	\$93.12	\$94.88	\$96.69
26	Education Governance / Decentralization Specialist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
27	Education Management Information Specialist	Senior	\$107.05	\$109.08	\$111.16	\$113.27	\$115.42
28	Education Management Information Specialist	Mid	\$63.93	\$65.15	\$66.38	\$67.65	\$68.93
29	Education Management Information Specialist	Junior	\$46.90	\$47.80	\$48.70	\$49.63	\$50.57
30	Education Policy Specialist	Senior	\$150.85	\$153.72	\$156.64	\$159.61	\$162.65

HOURLY RATES FOR SERVICES (ALL AWARDED SINS)

Creative Associates International Inc. PSS/MOBIS							
Option 2 Period Pricing							
	OPTION PERIOD 2 (Revised Pricing)		8/11/14 - 8/10/15	8/11/15 - 8/10/16	8/11/16 - 8/10/17	8/11/17 - 8/10/18	8/11/18 - 8/10/19
	Labor Category		Year 11	Year 12	Year 13	Year 14	Year 15
31	Education Policy Specialist	Mid	\$102.63	\$104.58	\$106.56	\$108.59	\$110.65
32	Education Policy Specialist	Junior	\$60.84	\$62.00	\$63.18	\$64.38	\$65.60
33	Education Specialist for Nations in Crisis/Transition	Senior	\$141.18	\$143.86	\$146.59	\$149.38	\$152.22
34	Education Specialist for Nations in Crisis/Transition	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
35	Education Specialist for Nations in Crisis/Transition	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
36	Educational Communications / Technology Specialist	Senior	\$107.05	\$109.08	\$111.16	\$113.27	\$115.42
37	Educational Communications / Technology Specialist	Mid	\$95.55	\$97.36	\$99.21	\$101.10	\$103.02
38	Educational Communications / Technology Specialist	Junior	\$63.93	\$65.15	\$66.38	\$67.65	\$68.93
39	Educational Planner	Senior	\$150.85	\$153.72	\$156.64	\$159.61	\$162.65
40	Educational Planner	Mid	\$74.61	\$76.02	\$77.47	\$78.94	\$80.44
41	Educational Planner	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
42	Educational Technologist / Media Expert	Senior	\$130.58	\$133.06	\$135.58	\$138.16	\$140.79
43	Educational Technologist / Media Expert	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
44	Educational Technologist / Media Expert	Junior	\$46.90	\$47.80	\$48.70	\$49.63	\$50.57
45	Evaluation Specialist	Senior	\$133.19	\$135.72	\$138.30	\$140.92	\$143.60
46	Evaluation Specialist	Mid	\$97.93	\$99.79	\$101.68	\$103.62	\$105.59
47	Evaluation Specialist	Junior	\$60.84	\$62.00	\$63.18	\$64.38	\$65.60
48	Girl's and Women's Education Specialist	Senior	\$156.99	\$159.97	\$163.01	\$166.11	\$169.26
49	Girl's and Women's Education Specialist	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
50	Girl's and Women's Education Specialist	Junior	\$44.83	\$45.68	\$46.55	\$47.43	\$48.34
51	Government Communications Specialist	Mid	\$287.28	\$292.74	\$298.30	\$303.97	\$309.74
52	Information Technology Specialist	Senior	\$107.05	\$109.08	\$111.16	\$113.27	\$115.42
53	Information Technology Specialist	Mid	\$80.64	\$82.17	\$83.73	\$85.32	\$86.95
54	Information Technology Specialist	Junior	\$55.23	\$56.28	\$57.35	\$58.44	\$59.55
55	Instructional Systems Designer	Senior	\$130.58	\$133.06	\$135.58	\$138.16	\$140.79
56	Instructional Systems Designer	Mid	\$99.73	\$101.62	\$103.55	\$105.52	\$107.52
57	Instructional Systems Designer	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
58	Media/Communications Specialist	Senior	\$130.88	\$133.37	\$135.90	\$138.48	\$141.11
59	Media/Communications Specialist	Mid	\$70.40	\$71.74	\$73.10	\$74.49	\$75.91
60	Media/Communications Specialist	Junior	\$55.00	\$56.04	\$57.11	\$58.19	\$59.30
61	Non-Formal Education Specialist	Senior	\$158.73	\$161.74	\$164.82	\$167.95	\$171.14

HOURLY RATES FOR SERVICES (ALL AWARDED SINS)

Creative Associates International Inc. PSS/MOBIS							
Option 2 Period Pricing							
	OPTION PERIOD 2 (Revised Pricing)		8/11/14 - 8/10/15	8/11/15 - 8/10/16	8/11/16 - 8/10/17	8/11/17 - 8/10/18	8/11/18 - 8/10/19
	Labor Category		Year 11	Year 12	Year 13	Year 14	Year 15
62	Non-Formal Education Specialist	Mid	\$89.68	\$91.38	\$93.12	\$94.88	\$96.69
63	Non-Formal Education Specialist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
64	Program Development/Monitoring	Senior	\$148.53	\$151.35	\$154.23	\$157.16	\$160.14
65	Program Development/Monitoring	Mid	\$82.63	\$84.20	\$85.80	\$87.43	\$89.09
66	Program Development/Monitoring	Junior	\$52.18	\$53.18	\$54.19	\$55.22	\$56.26
67	Program Director	Senior	\$221.40	\$225.61	\$229.90	\$234.26	\$238.71
68	Program Manager	Senior	\$184.36	\$187.87	\$191.43	\$195.07	\$198.78
69	Program Manager	Mid	\$162.06	\$165.14	\$168.28	\$171.48	\$174.74
70	Program Manager	Junior	\$131.34	\$133.84	\$136.38	\$138.97	\$141.61
71	Project Associate	Mid	\$92.20	\$93.95	\$95.73	\$97.55	\$99.40
72	Project Associate	Junior	\$69.51	\$70.83	\$72.17	\$73.54	\$74.94
73	Project Manager	Senior	\$162.06	\$165.14	\$168.28	\$171.48	\$174.74
74	Project Manager	Junior	\$121.36	\$123.66	\$126.01	\$128.41	\$130.84
75	Public Administration / Strategic Management	Senior	\$224.88	\$229.15	\$233.50	\$237.94	\$242.46
76	Public Administration / Strategic Management	Mid	\$146.65	\$149.43	\$152.27	\$155.16	\$158.11
77	Public Administration / Strategic Management	Junior	\$41.06	\$41.84	\$42.63	\$43.44	\$44.27
78	Research Assistant	Mid	\$99.73	\$101.62	\$103.55	\$105.52	\$107.52
79	Research Assistant	Junior	\$60.84	\$62.00	\$63.18	\$64.38	\$65.60
80	Research Design Specialist	Senior	\$100.05	\$101.95	\$103.88	\$105.86	\$107.87
81	Research Design Specialist	Mid	\$60.84	\$62.00	\$63.18	\$64.38	\$65.60
82	Research Design Specialist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
83	Teacher Training Specialist (1)	Senior	\$130.58	\$133.06	\$135.58	\$138.16	\$140.79
84	Teacher Training Specialist (1)	Mid	\$103.51	\$105.48	\$107.48	\$109.52	\$111.61
85	Teacher Training Specialist (1)	Junior	\$74.61	\$76.02	\$77.47	\$78.94	\$80.44
86	Teacher Training Specialist (2)	Senior	\$130.58	\$133.06	\$135.58	\$138.16	\$140.79
87	Teacher Training Specialist (2)	Mid	\$74.61	\$76.02	\$77.47	\$78.94	\$80.44
88	Teacher Training Specialist (2)	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
89	Technical Advisor	Senior	\$177.90	\$181.28	\$184.72	\$188.23	\$191.81
90	Technical Expert	Senior	\$240.90	\$245.48	\$250.14	\$254.89	\$259.73
91	Technical Expert	Mid	\$206.93	\$210.86	\$214.86	\$218.95	\$223.11
92	Technical Specialist	Mid	\$144.02	\$146.75	\$149.54	\$152.38	\$155.28
93	Technical Specialist	Junior	\$136.84	\$139.44	\$142.08	\$144.78	\$147.54
94	Textbook Specialist	Senior	\$130.58	\$133.06	\$135.58	\$138.16	\$140.79

HOURLY RATES FOR SERVICES (ALL AWARDED SINS)

Creative Associates International Inc. PSS/MOBIS							
Option 2 Period Pricing							
OPTION PERIOD 2 (Revised Pricing)			8/11/14 - 8/10/15	8/11/15 - 8/10/16	8/11/16 - 8/10/17	8/11/17 - 8/10/18	8/11/18 - 8/10/19
Labor Category			Year 11	Year 12	Year 13	Year 14	Year 15
95	Textbook Specialist	Mid	\$110.07	\$112.16	\$114.29	\$116.46	\$118.67
96	Textbook Specialist	Junior	\$63.93	\$65.15	\$66.38	\$67.65	\$68.93
97	Training Specialist	Senior	\$97.93	\$99.79	\$101.68	\$103.62	\$105.59
98	Training Specialist	Mid	\$82.63	\$84.20	\$85.80	\$87.43	\$89.09
99	Training Specialist	Junior	\$61.58	\$62.75	\$63.94	\$65.16	\$66.40
100	Vocational Training / Workforce Development	Senior	\$141.18	\$143.86	\$146.59	\$149.38	\$152.22
101	Vocational Training / Workforce Development	Mid	\$109.98	\$112.07	\$114.20	\$116.37	\$118.58
102	Vocational Training / Workforce Development	Junior	\$58.65	\$59.77	\$60.90	\$62.06	\$63.24
103	Youth-at-Risk Specialist	Senior	\$141.18	\$143.86	\$146.59	\$149.38	\$152.22
104	Youth-at-Risk Specialist	Mid	\$97.93	\$99.79	\$101.68	\$103.62	\$105.59
105	Youth-at-Risk Specialist	Junior	\$43.97	\$44.81	\$45.66	\$46.53	\$47.41
Note: Above hourly rates include 3/4% IFF.							

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.